

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Assistant City Surveyor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Updates and maintains city horizontal and vertical control systems. Gives recommendations concerning property lines, city property and reviews site plans. Also verifies legal documents concerning city property. Assists the City Surveyor as required.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages survey crews and computation and drafting areas by documenting time taken to complete projects, coordinating work schedules, planning strategies of the work force, and providing information and technical assistance as needed.
2	S	Updates and maintains horizontal and vertical control systems by performing complex mathematical computations.
3	S	Completes administrative tasks by responding to various technical inquiries regarding property lines, right of ways, maps and addresses.
4	S	Verifies legal documents concerning the sale of city property and road closures by checking site plans for compliance with city ordinances, and reviewing subdivision plats.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Five years experience as a Registered Land Surveyor.
Certifications and Other Requirements	Valid Driver's License; Virginia Registration as Land Surveyor
Reading	Work requires the ability to read deeds, legal descriptions, contracts, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as geometric calculations and various complex and advanced computations.
Writing	Work requires the ability to write legal descriptions, job summaries, reports, and general correspondence.
Managerial	Managerial responsibilities include planning workloads and assignments of field and office personnel and collaborating with other departments to plan and manage various projects.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer service, use of office equipment
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	O	Inter-office, to/from meetings
Lifting	R	Files, boxes
Carrying	R	Files, boxes
Pushing/Pulling	O	Files, boxes, file cabinet drawers
Reaching	O	File cabinet drawers
Handling	O	File cabinet drawers
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	O	Filing in cabinet drawers
Crouching	N	
Crawling	N	
Bending	O	Filing in cabinet drawers
Twisting	O	To/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, viewing maps, filing, customer service
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	N	
Other (specify)	N	

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Instrument data collectors, calculator, telephone, general office supplies, scales, triangles, computer, printer, standard Microsoft Windows and Office software, AutoCAD, Cost Accounting

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)